

*Work plan
for supplementals*

**City of Allentown (Supplemental Funding)
Cooperative Agreement Work Plan
Brownfield Cleanup Revolving Loan Fund Program**

August 7, 2012

May 30, 2014

1.0 INTRODUCTION

Allentown is working on the reuse of key brownfield properties. Many of these properties are vital in the completion of Allentown's Community and Economic Development future. The supplemental Brownfields Revolving Loan Fund (RLF) will allow the City to continue in its redevelopment endeavors. Since 2003, the City of Allentown has contributed funds from its Community and Economic Development budget for staffing and administration for personnel assigned to Brownfield management for the City of Allentown. The Allentown commitment will continue with a 21% (\$78,516) cost share with the \$365,000 in supplemental funds. Total budget will be \$443,516.

Allentown's current Brownfields RLF has resulted in several finished projects.

Projects include:

- Calo Building
- Coca-Cola Baseball Stadium
- 716 Linden Street Project (Allentown Redevelopment Authority)
- Neuweiler Brewery

All of these projects have been concluded, but each was significant to our City's community and economic progression. One of our current projects is the Allentown Metal Works site.

The City of Allentown is striving to position resources within its Little Lehigh Industrial Corridor. This corridor is adjacent to the waterfront running south and west from southern-most point of the waterfront project area. The City of Allentown, in collaboration with its public and private development partners is hopeful to bring the Allentown Metal Works site back into productive use. It represents a significant project along S. 10th Street in the Industrial corridor. Allentown Metal Works is in a HUD Sustainability Zone. It has already been approved for funding for District Planning. This 260,000 square foot industrial facility is approximately 19 acres for reusable space.

The Allentown Commercial Industrial Development Authority (ACIDA) owns the property. The City of Allentown is excited to work with our project partners ACIDA and LVEDC on the Allentown Metal Works project because of their commitment to brownfield development. We are looking to fund this project by use of RLF dollars. The supplemental funding and cost share amounts of \$443,516 will allow for the Allentown Metal Works site work to be completed.

City of Allentown
Brownfield Cleanup Revolving Loan Fund
Supplemental Funding

Cooperative Agreement Work Plan and Budget

August 2012
Revised May 2014

Prepared for:

U.S. EPA Region 3
1650 Arch St.
Philadelphia, PA 19103

Cooperative Agreement Recipient Contact:

Duane Tolson
Department of Community and Economic Development, City of Allentown
435 Hamilton Street
Allentown, PA 18101

P: 610-439-5964

F: 610-439-5947

Duane.Tolson@AllentownPA.Gov

Cooperative Agreement Recipient:

City of Allentown
435 Hamilton Street
Allentown PA 18101

The goals of the Allentown BCRLF supplemental funds will include:

- Provide financial cleanup assistance for the Allentown Metal Works Project;
- Cleaning up the most heavily affected and potentially hazardous areas of the Allentown Metal Works;
- Securing areas to prevent future contamination/waste deposition and future access by transient populations at Allentown Metal Works.

2.0 INSTITUTIONAL STRUCTURE

A. Cooperative Agreement Recipient/ Lead Agency

The City of Allentown, Department of Community and Economic Development will continue to be the lead agency for the supplemental funding.

B. Fund Manager

The City of Allentown has extensive experience administering loan funds and federal and state grants. Heidi Baer, HUD Grants Manager, will review the technical and financial merits of a grant and/ or loan request and make the proper recommendations for disbursement.

C. Site Manager

The Site Manager for the City of Allentown's BCRLF will be Duane Tolson, the Business Development Liaison from the Department of Community and Economic Development.

The City of Allentown will be contributing a cost share amount of \$78,516 for personnel costs.

3.0 PROJECT APPROACH AND BUDGET (supplemental funding)

A. Project Approach

Task 1- Launch/Establish Program

The original program was launched in 2003. Since then several projects have been completed. We will continue to leverage our funds for other Brownfield projects.

Task 2-Implement Program Supplies/ Signage

The City of Allentown will include at each project site large signs to promote and identify EPA and City cooperative projects. The first site sign will be placed at the Allentown Metal Works site starting in July 2014. The brownfield site will include signs promoting the RLF program. Each 20' X 30' sign cost \$1,750. We are expecting the need for 4 signs for a total of \$7000.

Task 3- Accept and Process Applications

The Fund Manager will be processing the applications for new loan and grant opportunities for Brownfield sites with high impact. We expect staff cost over the next year to be \$26,172. The Fund Manager will be attending training sessions offered by the EPA.

Task 4- Develop Plan for Cleanup

Allentown will require professional cleanup plans from experts. The consulting amounts are expected to be \$20,000 over the next year. Our site manager is expected to cost \$20,000 for the Allentown Metal Works project.

Task 5- Site Specific Community Involvement/ Supplies (Media)

The Site Manager will continue to keep our local communities informed with projects. Allentown has as community plan. We will continue to hold the required community meetings and respond to public inquiries. All public meeting notices, Community Relations plans and public cleanup plans will be advertised in the local papers including Spanish publications. The cost for paper marketing materials like brochures, handouts and newspaper ads will be \$3,500 over the next year.

Task 6 – Issue Loans and Grants

Allentown expects to leverage RLF for the Allentown Metal Works Project and the rest of the Little Lehigh Industrial Corridor. The City of Allentown will be giving financial assistance to the Allentown Metal Project in 2014. We expect to loan the Allentown Metal Works project about \$316,000 in RLF funds in the next year.

Task 7 – Monitoring /Collection Function

Fund Manager will monitor and collect funds loaned out for projects. The Fund Manager will take care of collection services and record keeping. Staff cost will be \$26,172 over the next 2 years. Fund Manager will be attending training sessions and National and State Brownfield Conferences estimated at \$2,500. The City of Allentown is expecting 2 out-of-state trips, 2 in-state trips and a few local events.

Task 8- Oversee Site Cleanup

Site Manager will contract with professionals for site investigations reports, cleanup plans and possible alternatives to actions. We are expecting 3-4 reports over the next year at \$3-4k each. Estimated cost will be \$16,000..

Task 9 – Closeout Reports to EPA

Closeout reports and records will be executed appropriately and on time. Final payments and completion of all work per site will be confirmed by the Fund Manager. Staff cost will be \$26,172 over the next year.

*Site Manager salary cost have been included with the Fund Manager “In Kind” expenses in Tasks 3,7,& 9.

Budget	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Total
<i>Administrative Expenses</i>									
<i>Personnel (Cost Share)</i>		\$18,067				\$18,066		\$18,067	\$54,200
<i>Fringe Benefits (Cost Share)</i>		\$8,105				\$8,106		\$8,105	\$24,316
<i>Travel</i>						\$2,500			\$2,500
<i>Other: Signs</i>	\$7000								\$7,000
<i>Other: Media</i>				\$3,500					\$3,500
<i>Contractual</i>			\$20,000				\$16,000		\$36,000
<i>Other/sub-awards</i>					\$316,000				\$316,000
<i>Indirect Cost Rate</i>									
<i>Subtotal</i>	\$7000	\$26,172	\$20,000	\$3,500	\$316,000	\$28,672	\$16,000	\$26,172	\$443,516
<i>Loan Capitalization</i>									
<i>Subtotal</i>									
<i>Direct Assistance to Lead Agency</i>									
<i>Subtotal</i>									
TOTAL	\$7000	\$26,172	\$20,000	\$3,500	\$316,000	\$28,672	\$16,000	\$26,172	\$443,516

BUDGET SUMMARY (Supplemental Funds)

4.0 PROGRAM ADMINISTRATION AND REVOLVING LOAN FUND MANAGEMENT

- The City of Allentown will prepare, review, comment and approve reports and applications from all outside sources.

- The City of Allentown will insure that all work and studies are in line with the current City and State laws.
- The City of Allentown will continue to follow the current working plan addressed in the current Cooperative Work Plan.

5.0 SCHEDULES, DELIVERABLES AND MILESTONES

The City of Allentown expects the first phase of the Allentown Metal Works Project should be completed in March of 2015. Phase one includes: cleanup of the buildings. Phase two of the Allentown Metal Works Project should be completed December of 2014. During this process, the City will seek developers willing to partner with the overall site use. Our main deliverable will be cleaning up the environment in a heavily populated city center for community use.

The City of Allentown will loan \$316,000 in RLF to support Allentown Metal Works' proper development.

- Fund part of Allentown Metal Works – 2014
- Clean-up projects completed- Winter 2014
- Cooperative Agreement Closeout - Early Spring 2015

6.0 REPORTING REQUIREMENTS

The City of Allentown will:

- Submit quarterly progress reports;
- An annual financial status report,
- And updates in ACRES.

The City of Allentown's quarterly reports are accurate and detailed with current data from project activities. All reports are completed and submitted to the EPA by the City's Brownfield Fund Manager. Allentown has the proven ability to administer and execute the RLF.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. RLF	66.818	\$ 1,200,000	\$	\$ 365,000	\$ 78,516	\$ 1,643,516
2.						0
3.						0
4.						0
5. Totals		\$ 1,200,000	\$ 0	\$ 365,000	\$ 78,516	\$ 1,643,516

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 150,000	\$	\$	\$ 54,200	\$ 204,200
b. Fringe Benefits	49,500			24,316	73,816
c. Travel	10,000		2,500		12,500
d. Equipment					0
e. Supplies	10,500				10,500
f. Contractual	75,000		36,000		111,000
g. Construction					0
h. Other	905,000		326,500		1,231,500
i. Total Direct Charges (sum of 6a-6h)	1,200,000	0	365,000	78,516	1,643,516
j. Indirect Charges					0
k. TOTALS (sum of 6i and 6j)	\$ 1,200,000	\$ 0	\$ 365,000	\$ 78,516	\$ 1,643,516
7. Program Income	\$	\$	\$	\$	0

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. City of Allentown	\$ 78,516	\$	\$	\$ 78,516
9.				0
10.				0
11.				0
12. TOTAL (sum of lines 8-11)	\$ 78,516	\$ 0	\$ 0	\$ 78,516

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 215,000	\$ 120,000	\$ 60,000	\$ 20,000	\$ 15,000
14. Non-Federal	39,257	9,814	9,815	9,814	9,814
15. TOTAL (sum of lines 13 and 14)	\$ 254,257	\$ 129,814	\$ 69,815	\$ 29,814	\$ 24,814

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0	\$ 0	\$ 0	\$ 0

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	